University of South Australia

User Guide
Human Research Ethics Application System

Applicant Guide

Version 2

Research and Innovation Services

For further information or assistance please contact the Research Ethics Office:
e-mail humanethics@unisa.edu.au, ph. 830 23723

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Contents

OVERVIEW: HUMAN RESEARCH ETHICS APPLICATION AND REVIEW SYSTEM 3

GETTING STARTED 4

Step 1: Logging In 4

Step 2: Creating a New Application 5

Alternate Step 2: Accessing Existing Application(s) 6

THE ETHICS APPLICATION 7

Step 1: Navigating the Application 7

Step 2: Answering Questions in the Application 8

Step 3: Adding Investigators 8

Step 4: Selecting the Chief Investigator 10

Step 5: Removing an Investigator 11

Step 6: Adding Principal Supervisor 11

Step 7: Removing the Principal Supervisor 13

Step 8: Adding Attachments 14

Step 9: Viewing Attachments 16

Step 10: Deleting Attachments 16

Step 11: Adding Page Comments 17

Step 12: Deleting Page Comments 18

Step 13: Adding/Deleting Application Comments 18

Step 14: Viewing a PDF Copy of the Application 19

Step 15: Submitting a completed Application 20

Step 16: Responding to Reviewer's Comments 21

EMAIL NOTIFICATIONS 23

AMENDING AN APPROVED APPLICATION 23

TROUBLESHOOTING 23

APPENDIX 24

APPLICATION STATUS 24

COMMON TERMS 26

TOOLBAR 26

COMMENT FLAGS 27

University of South Australia

OVERVIEW: HUMAN RESEARCH ETHICS APPLICATION AND REVIEW SYSTEM

All staff and students at University of South Australia who wish to undertake a research project involving humans (including direct collection of data, accessing data from databases and/or collection of human tissues/samples etc) must apply for ethics approval from the University of South Australia's Human Research Ethics Committee using the Human Research Ethics Application and Review System (the System).

Researchers must be familiar with the following documents before using the System:

a. the *National Statement on Ethical Conduct in Human Research* (http://www.nhmrc.gov.au/publications/synopses/_files/e72.pdf),

b. the *Australian Code for the Responsible Conduct of Research* http://www.nhmrc.gov.au/publications/synopses/_files/r39.pdf,

c. related legislation, guidelines and codes, and University policies and procedures as outlined in the University of South Australia's Framework for the Responsible Conduct of Research (http://www.unisa.edu.au/res/ethics/integrity/default.asp).

The University's Human Research Ethics webpage provides further information on the ethics application and review process: http://w3.unisa.edu.au/res/ethics/human/default.asp

Note: The images displayed in this user guide were captured using fictitious examples of a human ethics Application and do not contain information or details of actual Applications.

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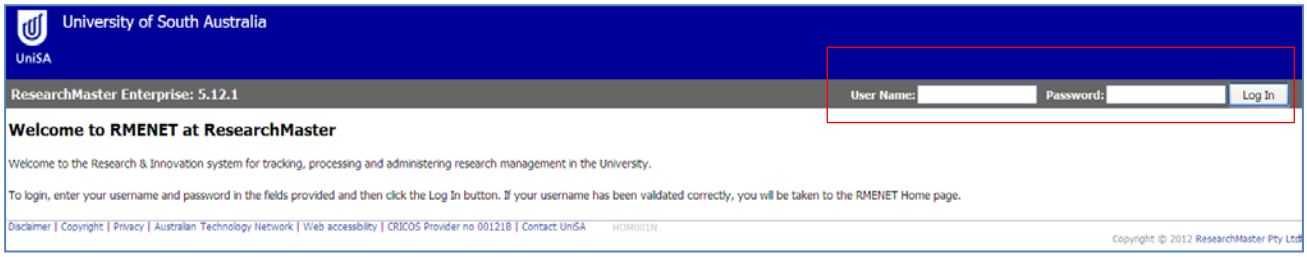
GETTING STARTED

Step 1: Logging In

Navigation:

https://research.unisa.edu.au/RMENet/


University of South Australia
UniSA
ResearchMaster Enterprise: 5.12.1
User Name:
Password:
Log In
Welcome to RMENET at ResearchMaster
Welcome to the Research & Innovation system for tracking, processing and administering research management in the University.
To login, enter your username and password in the fields provided and then click the Log In button. If your username has been validated correctly, you will be taken to the RMENET Home page.
Disclaimer | Copyright | Privacy | Australian Technology Network | Web accessibility | CRICOS Provider no 00121B | Contact UniSA
Copyright © 2012 ResearchMaster Pty Ltd

Action: Enter your UniSA network **User Name** and **Password** and click the **Login** button.

Result: User is logged into the system and the **Home** page is displayed.

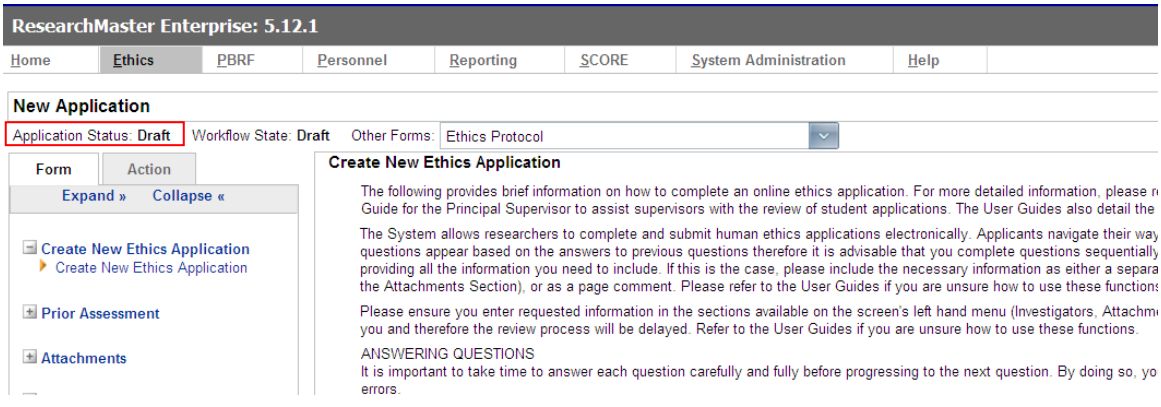
Step 2: Creating a New Application

Navigation:

Ethics Tab→Applications

Action: Click on **Create Application**.

Result: A new Application is created with an initial status of Draft.


ResearchMaster Enterprise: 5.12.1
Home
Ethics
PBRF
Personnel
Reporting
SCORE
System Administration
Help
New Application
Application Status: Draft
Workflow State: Draft
Other Forms:
Ethics Protocol
Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Prior Assessment
Attachments
Create New Ethics Application
The following provides brief information on how to complete an online ethics application. For more detailed information, please r
Guide for the Principal Supervisor to assist supervisors with the review of student applications. The User Guides also detail the
The System allows researchers to complete and submit human ethics applications electronically. Applicants navigate their way
questions appear based on the answers to previous questions therefore it is advisable that you complete questions sequentially
providing all the information you need to include. If this is the case, please include the necessary information as either a separa
the Attachments Section), or as a page comment. Please refer to the User Guides if you are unsure how to use these functions
Please ensure you enter requested information in the sections available on the screen's left hand menu (Investigators, Attachm
you and therefore the review process will be delayed. Refer to the User Guides if you are unsure how to use these functions.
ANSWERING QUESTIONS
It is important to take time to answer each question carefully and fully before progressing to the next question. By doing so, yo
errors.

Alternate Step 2: Accessing Existing Application(s)

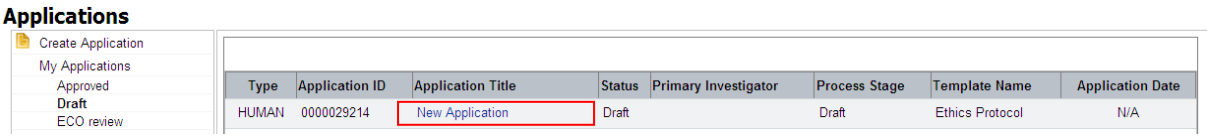
Navigation:

Ethics Tab→Applications

Action: Click on **My Applications** or **All Applications**.

Result: Applications available are displayed.

***Note**: Applications are grouped according to their status. Applications can be completed progressively and do not have to be completed in one sitting.*



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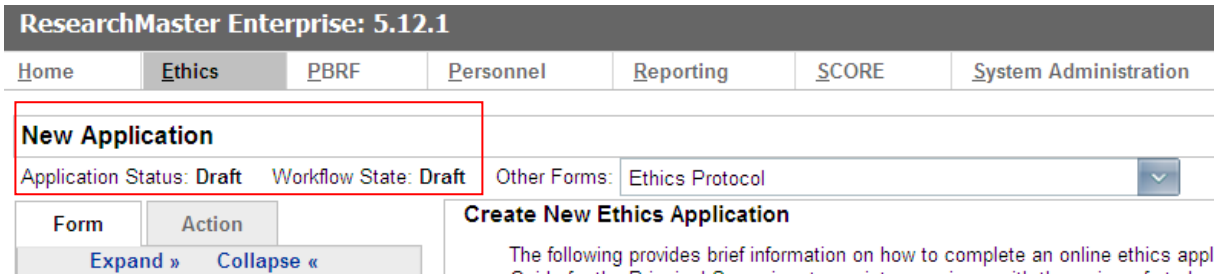
THE ETHICS APPLICATION

Step 1: Navigating the Application

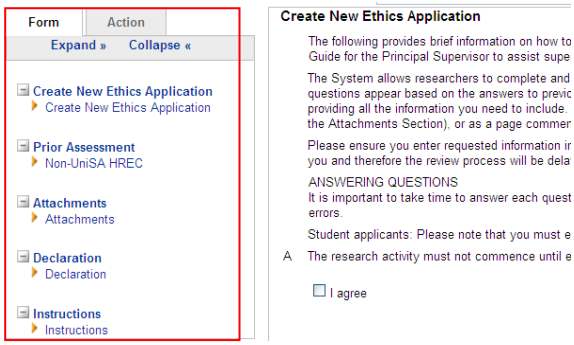
There are **four components** to the application.

1. **Information Area:** Located at the top of the screen, the Information Area displays the Application Title, Status and Current Workflow State.

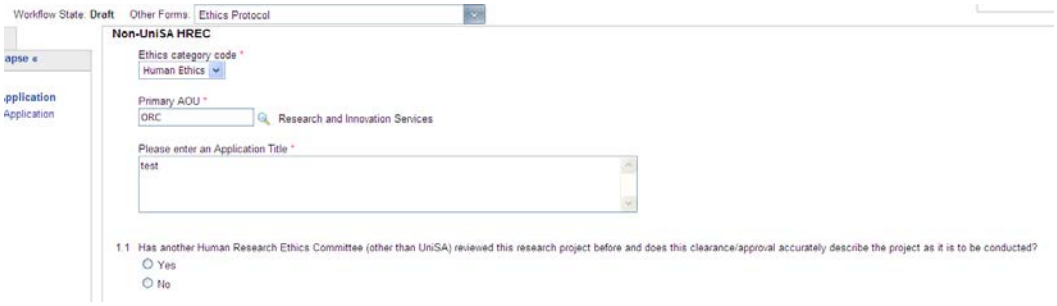


2. **Toolbar:** Located at the top right hand corner of the application, the Toolbar provides actions available to view and comment on the application. Icon descriptions can be found in the Toolbar table (appendix).

3. **Navigation Panel:** Located on the left hand side of the application, the Navigation section provides access to sections within the application (**Form** tab), and available actions (**Action** tab). The **Form** tab shows the Section Headings and Pages. The Expand and Collapse links can be used to view the whole form. The **Action** tab lists the action(s) available (e.g. Submit, Withdraw).


Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Prior Assessment
Non-UniSA HREC
Attachments
Attachments
Declaration
Declaration
Instructions
Instructions
Create New Ethics Application
The following provides brief information on how to
Guide for the Principal Supervisor to assist supe
The System allows researchers to complete and
questions appear based on the answers to previc
providing all the information you need to include.
the Attachments Section), or as a page commer
Please ensure you enter requested information ir
you and therefore the review process will be dela
ANSWERING QUESTIONS
It is important to take time to answer each quest
errors.
Student applicants: Please note that you must e
A The research activity must not commence until e
I agree

4. **Application Content:** The main section of the screen, displays the application questions and responses.


Workflow State: Draft
Other Forms:
Ethics Protocol
Non-UniSA HREC
Ethics category code *
Human Ethics
Primary AOU *
ORC
Research and Innovation Services
Please enter an Application Title *
test
1.1 Has another Human Research Ethics Committee (other than UniSA) reviewed this research project before and does this clearance/approval accurately describe the project as it is to be conducted?
Yes
No

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Step 2: Answering Questions in the Application

Questions within the Application require answers in different formats – Yes/No, numerical and text responses. The Applicant can answer questions in any order. However, some questions are dependent on the answer provided to an earlier question. As such, it is advisable that you complete questions sequentially in order to avoid skipping sections unintentionally.

Advice and Assistance:

- If an Applicant requires ethics advice when completing the application form, they can contact the Research Ethics Advisor (REA) for their Division or School. A list of REAs and their contact details is available here: http://w3.unisa.edu.au/res/ethics/human/reas.asp.
- The Research Ethics & Integrity Team can assist with System troubleshooting and general ethics enquiries: email humanethics@unisa.edu.au, ph. 830 23723.
- Please note that students should consult with their Supervisor in the first instance.

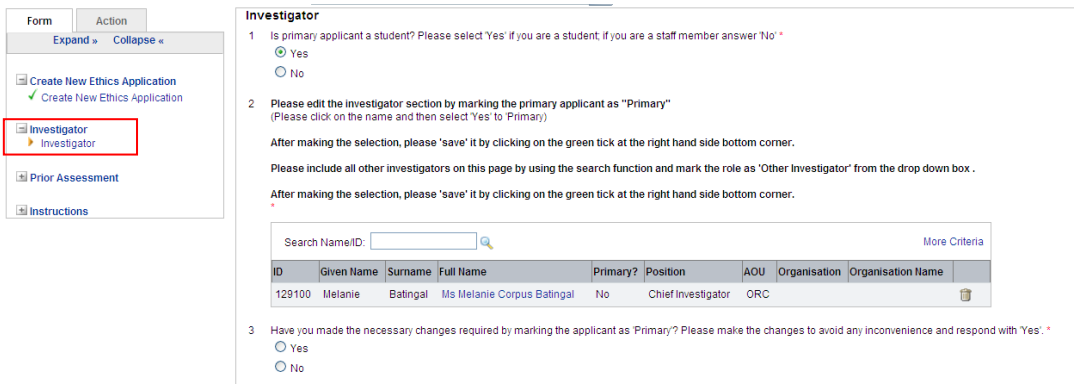
Saving the Application:

- The answers entered on each page are saved automatically when you click on the green arrows to navigate through the form.
- The application can also be saved at any time by clicking on the 'Save' icon in the toolbar:

Step 3: Adding Investigators

Navigation:

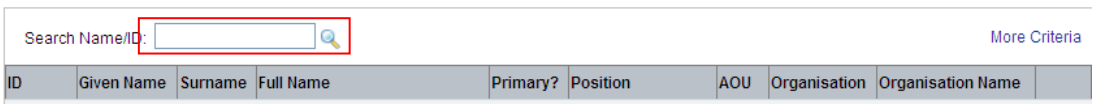
Open the *Investigator* page. The person who created the application will automatically be listed as an Investigator, but other members of the research team must be added manually.

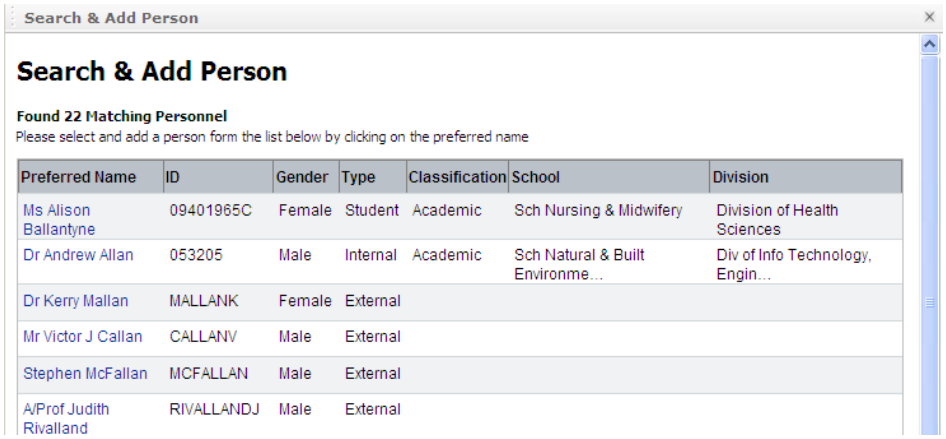

Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Investigator
Investigator
Prior Assessment
Instructions
Investigator
1 Is primary applicant a student? Please select 'Yes' if you are a student, if you are a staff member answer 'No' *
Yes
No
2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to 'Primary')
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box .
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
Search Name/ID:
More Criteria
ID
Given Name
Surname
Full Name
Primary?
Position
AOU
Organisation
Organisation Name
129100
Melanie
Batingal
Ms Melanie Corpus Batingal
No
Chief Investigator
ORC
3 Have you made the necessary changes required by marking the applicant as 'Primary'? Please make the changes to avoid any inconvenience and respond with 'Yes'. *
Yes
No

Action: Enter the investigator's UniSA staff/student ID, first name, last name or full name in the text box.

Then, click the icon.

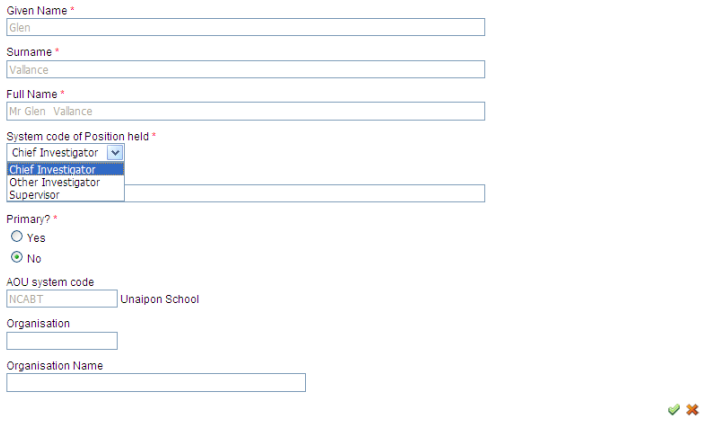
Result: A list of students/staff members meeting the criteria is displayed. *Hint: if an investigator's name does not appear, try searching by surname only.*




Search & Add Person
Search & Add Person
Found 22 Matching Personnel
Please select and add a person form the list below by clicking on the preferred name
Preferred Name | ID | Gender | Type | Classification | School | Division
Ms Alison Ballantyne | 09401965C | Female | Student | Academic | Sch Nursing & Midwifery | Division of Health Sciences
Dr Andrew Allan | 053205 | Male | Internal | Academic | Sch Natural & Built Environme… | Div of Info Technology, Engin…
Dr Kerry Mallan | MALLANK | Female | External
Mr Victor J Callan | CALLANV | Male | External
Stephen McFallan | MCFALLAN | Male | External
A/Prof Judith Rivalland | RIVALLANDJ | Male | External

Action: Select the investigator from the list.

Result: The details of the selected person will be displayed.



Action: Select their Position and indicate whether they are the Primary Applicant. Click the icon to Save.

Result: Investigator added.

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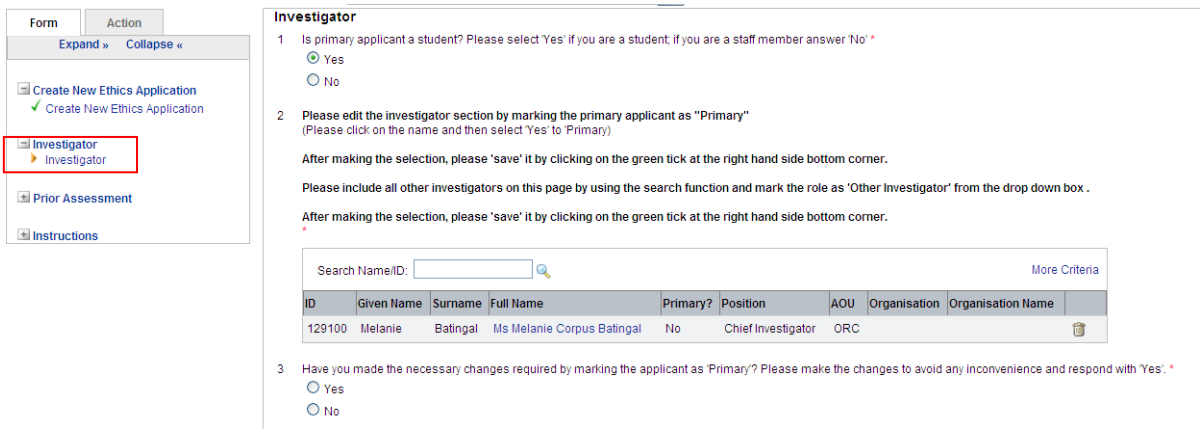
Step 4: Selecting the Chief Investigator

As a default, the Applicant is assigned the role of Chief Investigator. This step is only required if the Applicant is not the Chief Investigator. *Note: there may be more than one Chief Investigator. Any person assigned the role of Chief Investigator can view and edit the Application in the Online System.*

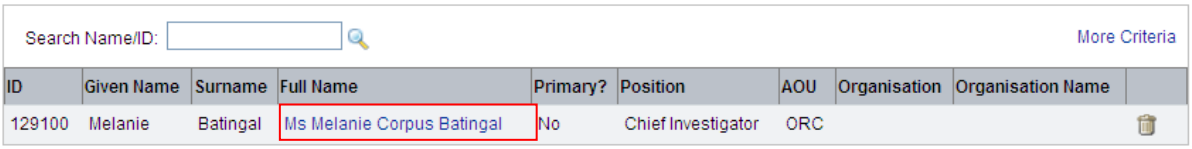
Navigation:

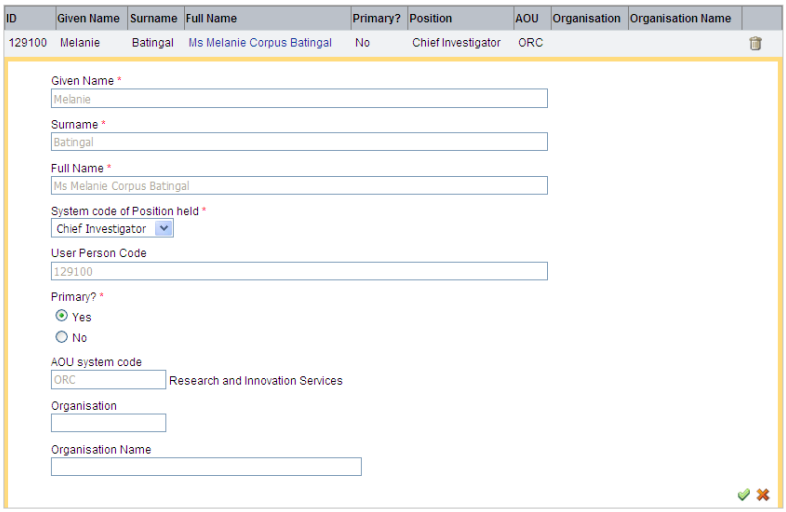
Open the *Investigator* page.


Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Investigator
Investigator
Prior Assessment
Instructions
Investigator
1 Is primary applicant a student? Please select 'Yes' if you are a student; if you are a staff member answer 'No'. *
Yes
No
2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to 'Primary')
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box .
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
*
Search Name/ID:
More Criteria
ID Given Name Surname Full Name Primary? Position AOU Organisation Organisation Name
129100 Melanie Batingal Ms Melanie Corpus Batingal No Chief Investigator ORC
3 Have you made the necessary changes required by marking the applicant as 'Primary'? Please make the changes to avoid any inconvenience and respond with 'Yes'. *
Yes
No

Action: Click the **Full Name** of the investigator.

Result: Additional information about the investigator is displayed.


Search Name/ID:
More Criteria
ID Given Name Surname Full Name Primary? Position AOU Organisation Organisation Name
129100 Melanie Batingal Ms Melanie Corpus Batingal No Chief Investigator ORC



Action: Select **Position held** as *Chief Investigator,* Select **Primary** as *Yes* and click the icon to Save.

Result: Chief Investigator is set.

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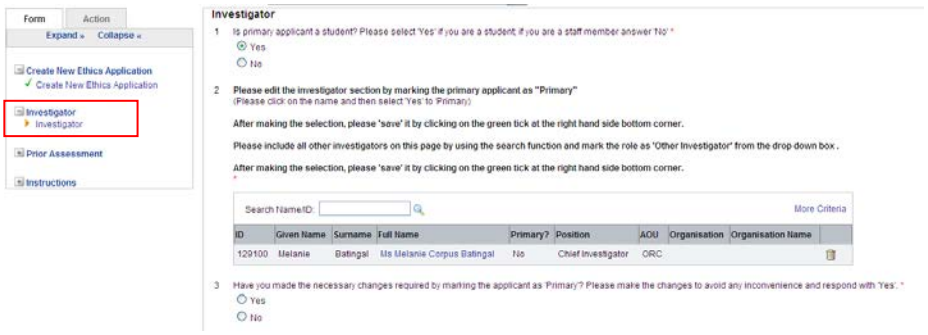
Step 5: Removing an Investigator

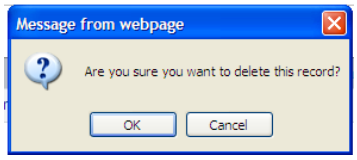
Navigation:

Open the *Investigator* page.


Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Investigator
Investigator
Prior Assessment
Instructions
Investigator
1 Is primary applicant a student? Please select 'Yes' if you are a student; if you are a staff member answer 'No' *
Yes
No
2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to 'Primary')
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box .
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
Search Name/ID:
More Criteria
ID
Given Name
Surname
Full Name
Primary?
Position
AOU
Organisation
Organisation Name
129100
Melanie
Batingal
Ms Melanie Corpus Batingal
No
Chief Investigator
ORC
3 Have you made the necessary changes required by marking the applicant as 'Primary'? Please make the changes to avoid any inconvenience and respond with 'Yes'. *
Yes
No

Action: Click the icon against the name of the Investigator to be deleted

Result: A warning message is displayed



Action: Select **OK**

Result: Investigator is deleted.

Step 6: Adding Principal Supervisor

If the Applicant is a student then a Principal Supervisor must be identified. A Principal Supervisor is not required for staff applications.

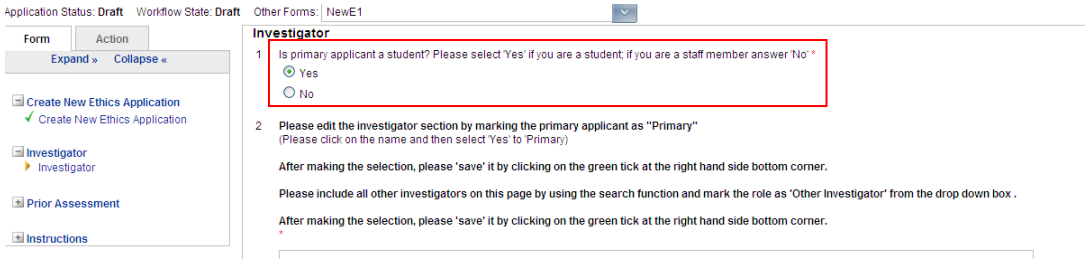
Note: The Principal Supervisor cannot also be an Investigator.

Navigation:

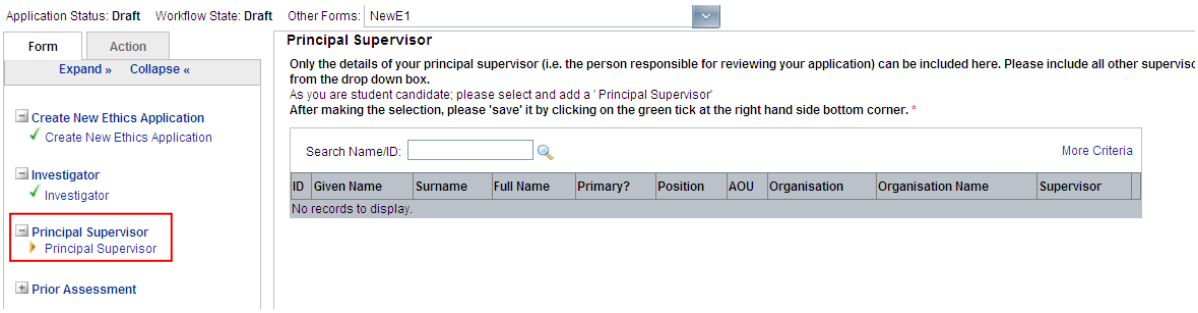
Open the *Investigator* page.

Action: Select *Yes* to question 1. *Is the primary applicant a student?*

Result: Principal Supervisor section will be accessible.


Application Status: Draft
Workflow State: Draft
Other Forms:
NewE1
Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Investigator
Investigator
Prior Assessment
Instructions
Investigator
1 Is primary applicant a student? Please select 'Yes' if you are a student; if you are a staff member answer 'No' *
Yes
No
2 Please edit the investigator section by marking the primary applicant as "Primary"
(Please click on the name and then select 'Yes' to 'Primary')
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.
Please include all other investigators on this page by using the search function and mark the role as 'Other Investigator' from the drop down box .
After making the selection, please 'save' it by clicking on the green tick at the right hand side bottom corner.

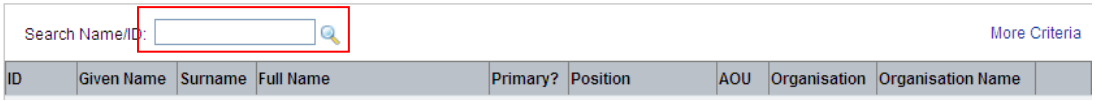
Action: Select *Principal Supervisor* page.

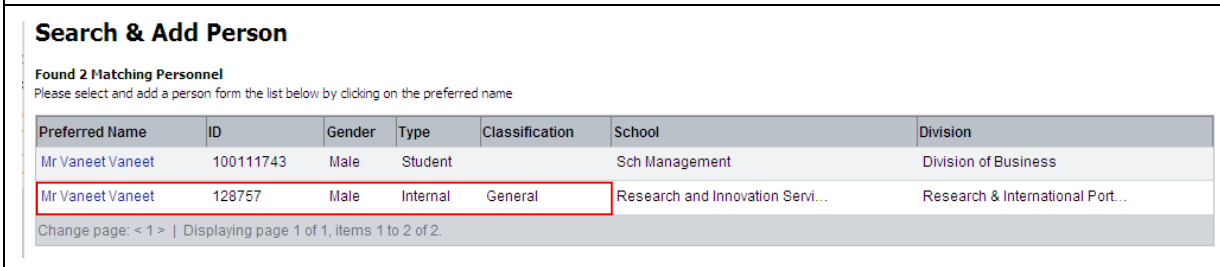


Action: Enter the principal supervisor's UniSA staff/student ID, first name, last name or full name in the text box, then click the 🔍 icon.

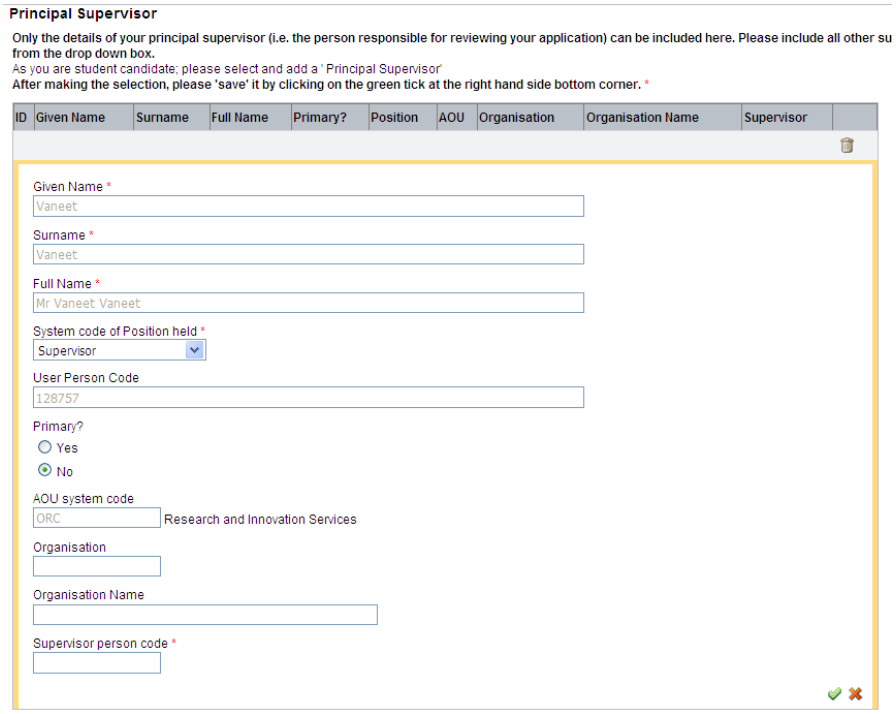
Result: A list of UniSA personnel meeting the criteria is displayed.

Note: *Principal Supervisors may also have a student ID (nine digits, e.g. 123456789) or an external ID (letters e.g. SMITHK). Ensure you select the Staff record of the Principal Supervisor (six digits). If the incorrect type of ID is entered then your Supervisor will not be able to review your application.*





Action: Select your Principal Supervisor from the list.



Action: Check the details and click the icon to Save.

Result: Principal Supervisor added.

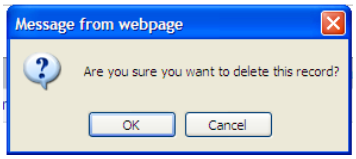
Step 7: Removing the Principal Supervisor

Navigation:

Select the *Principal Supervisor* page.

Action: Click the icon against the name of the Principal Supervisor to be deleted

Result: A warning message is displayed



Action: Select **OK**

Result: Name is deleted.

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Step 8: Adding Attachments

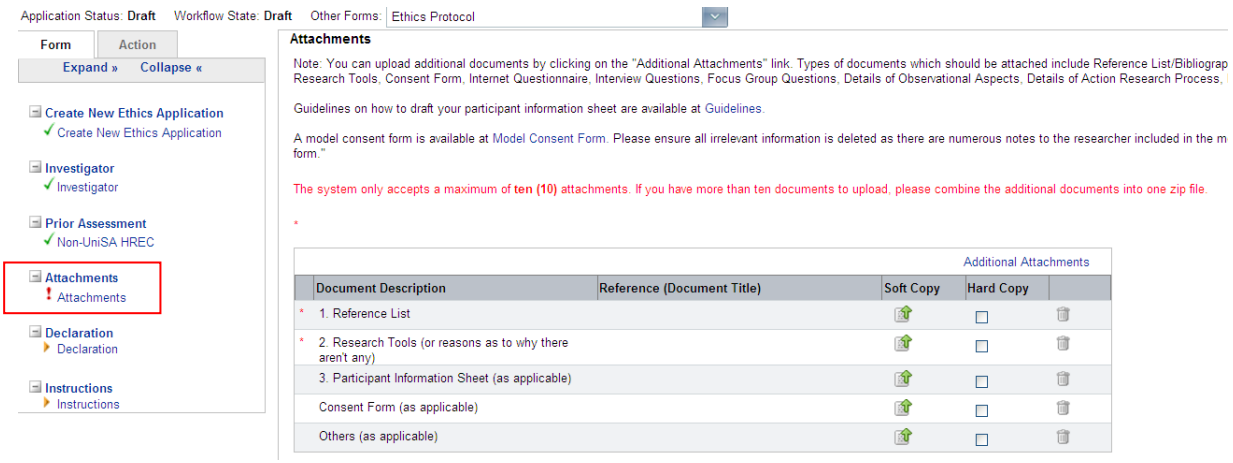
The Attachments section allows you to upload documents to support your Application. This includes, but is not limited to:

- A list of key references.
- The research tools:
  - Questionnaire(s).
  - Interview/focus group questions or topics.
- The recruitment material:
  - Participant Information sheet(s).
  - Participant Consent form(s).
  - Recruitment flyer(s) / letter(s).
  - Scripts for recruitment telephone calls.
- Copies of the approval letters received from organisations involved in the research.
- A copy of the confirmation of insurance cover from UniSA's Insurance Officer (if required).
- If the application has already been approved by another institution's HREC: a copy of the full application and approval letter from the other HREC.

The *Reference List* and *Research Tools (or reasons as to why there aren't any)* are mandatory attachments.

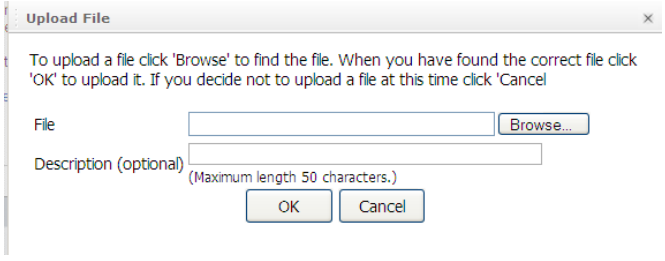
Navigation:

Select the *Attachments* page under the *Attachment* section.


Application Status: Draft
Workflow State: Draft
Other Forms: Ethics Protocol
Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Investigator
Investigator
Prior Assessment
Non-UniSA HREC
Attachments
Attachments
Declaration
Declaration
Instructions
Instructions
Attachments
Note: You can upload additional documents by clicking on the "Additional Attachments" link. Types of documents which should be attached include Reference List/Bibliograp
Research Tools, Consent Form, Internet Questionnaire, Interview Questions, Focus Group Questions, Details of Observational Aspects, Details of Action Research Process,
Guidelines on how to draft your participant information sheet are available at Guidelines.
A model consent form is available at Model Consent Form. Please ensure all irrelevant information is deleted as there are numerous notes to the researcher included in the m
form."
The system only accepts a maximum of ten (10) attachments. If you have more than ten documents to upload, please combine the additional documents into one zip file.
Additional Attachments
Document Description
Reference (Document Title)
Soft Copy
Hard Copy
1. Reference List
2. Research Tools (or reasons as to why there aren't any)
3. Participant Information Sheet (as applicable)
Consent Form (as applicable)
Others (as applicable)

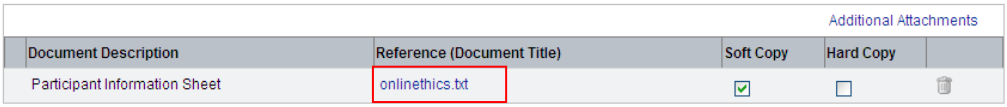
Action: Click the icon next to the document type you would like to upload.

Result: *Upload File* form will appear.

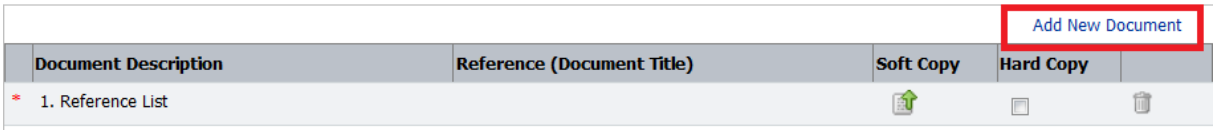

Upload File
To upload a file click 'Browse' to find the file. When you have found the correct file click 'OK' to upload it. If you decide not to upload a file at this time click 'Cancel'
File
Browse...
Description (optional)
(Maximum length 50 characters.)
OK
Cancel

Action: Click the **Browse** button to search for the file, provide a description (optional), and click the OK button to upload the file.

Result: the name of the uploaded file will appear under the Reference (Document Title) column of the Attachments table.

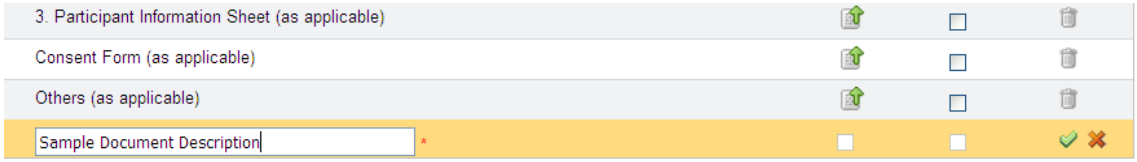


Action: To add further documents when all existing rows are full, click the *Add New Document* link at the top-of the Attachments table.



Action: Enter a Document Description (for example, *Recruitment Flyer*) in the text box displayed. Click ✔ to save the new document type.

Result: A new document type is added and an attachment can be uploaded by clicking on the icon, as described above.


3. Participant Information Sheet (as applicable)
Consent Form (as applicable)
Others (as applicable)
Sample Document Description

Step 9: Viewing Attachments

Navigation:

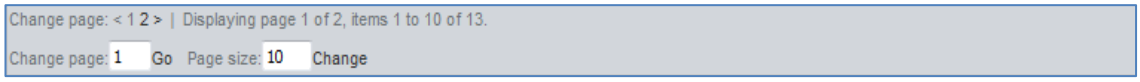
Open the **Attachments** page.

Action: Click on the **Document Title.**

Result: The attachment will open in a new window.

Action: Check the attachment and close the new window once you have finished.

Note: *There may be more than one page for the uploaded attachments; this is indicated by the page counter at the bottom of the attachments table.*



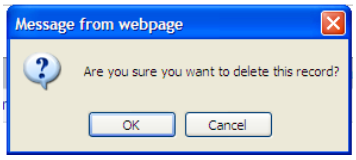
Step 10: Deleting Attachments

Navigation:

Open the **Attachments** page.

Action: Click the icon against the name of the attachment to be deleted

Result: A warning message is displayed



Action: Select **OK**

Result: Attachment is deleted.

University of South Australia

Step 11: Adding Page Comments

There are two types of comments. They are:

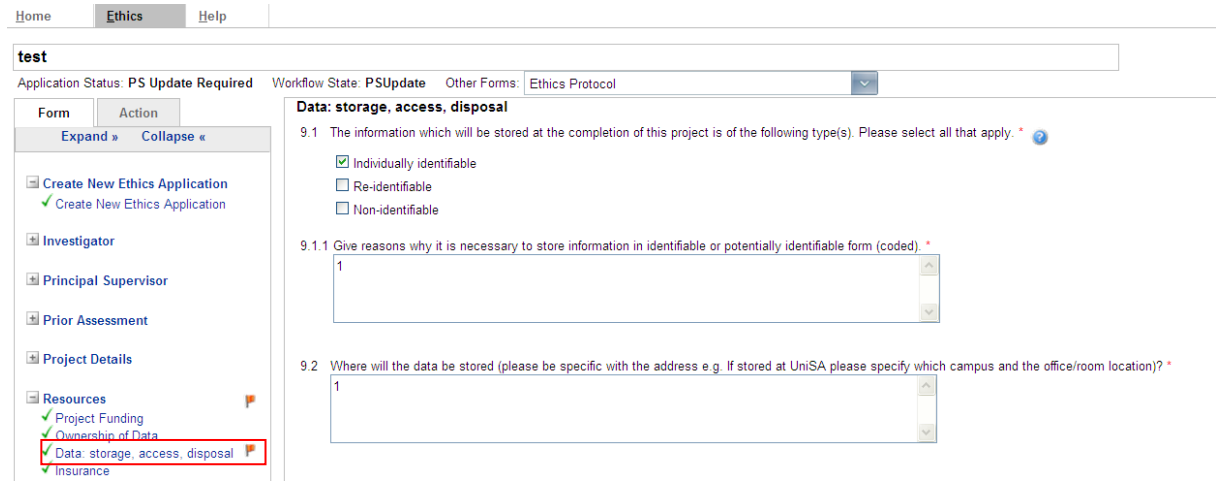
Page comments – comments specific to a page within an Application.

Application comments – overall comments about the Application.

If necessary, Applicants can add comments to provide further information to the Reviewers. Comments written by the Applicant are visible to all other Investigators listed on the Application, the Principal Supervisor and the Ethics Reviewers.

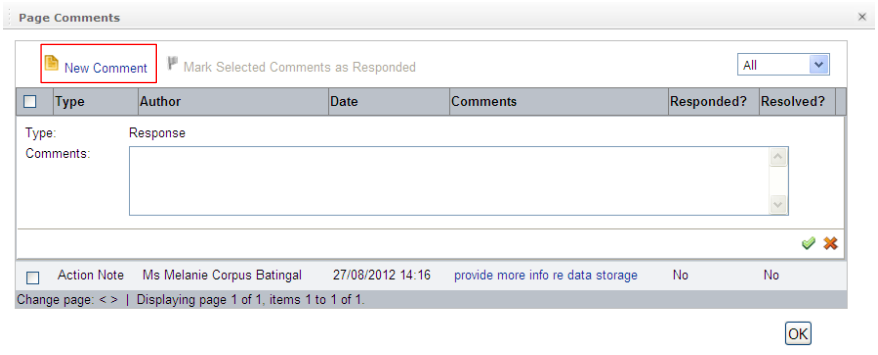
Navigation:

Go to the **page** where you would like the **page comment** entered.


Home
Ethics
Help
test
Application Status: PS Update Required
Workflow State: PSUpdate
Other Forms: Ethics Protocol
Form
Action
Expand »
Collapse «
Create New Ethics Application
Create New Ethics Application
Investigator
Principal Supervisor
Prior Assessment
Project Details
Resources
Project Funding
Ownership of Data
Data: storage, access, disposal
Insurance
Data: storage, access, disposal
9.1 The information which will be stored at the completion of this project is of the following type(s). Please select all that apply. *
Individually identifiable
Re-identifiable
Non-identifiable
9.1.1 Give reasons why it is necessary to store information in identifiable or potentially identifiable form (coded). *
1
9.2 Where will the data be stored (please be specific with the address e.g. If stored at UniSA please specify which campus and the office/room location)? *
1

Action: In the Toolbar, select the **Page Comments** icon and click the **New Comment** link.

Result: Page Comments screen is displayed.



Action: Type your comment into the text box, then click the **Save** icon to save the comment, or the **Cancel** icon to delete it.

Repeat these steps to enter page comments throughout the application as needed.

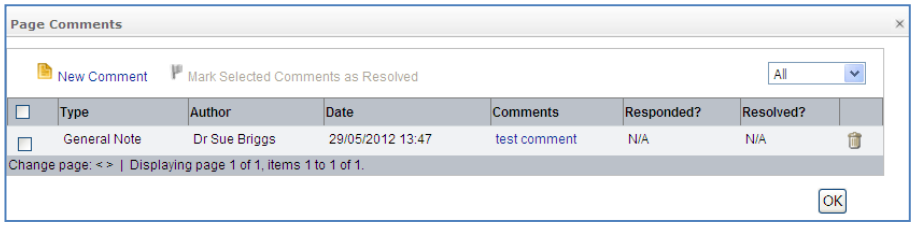
Step 12: Deleting Page Comments

Navigation:

Go to the **page** where you would like the **page comment** deleted.

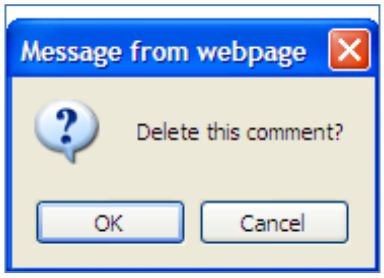
Action: In the Toolbar, select the **Page Comments** icon

Result: Page Comments screen is displayed.



Action: Click the **Delete** icon next to the comment you wish to delete:

Result: Warning message is displayed.



Action: Click **OK.**

Result: Page comment is deleted.

Step 13: Adding/Deleting Application Comments

Application-level comments are not linked specifically to any page – only to the application as a whole.

Navigation:

Go to the **any page** within the application

Action: Select the **Application Comments** icon from the Toolbar.

Result: Application Comments screen is displayed.

Follow steps 11 and 12 above. Application Comments are added and deleted in the same way as Page Comments.

University of South Australia

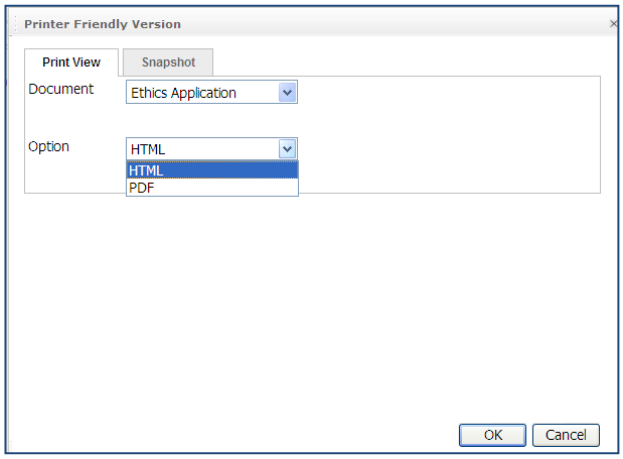
Step 14: Viewing a PDF Copy of the Application

This function allows the Applicant to generate a PDF or HTML copy of the Application, enabling them to view all of their answers in a single document and print or save a copy.

Note: *Attachments are not included in the PDF and must be opened separately.*

Navigation:

Click the **Reports** icon on the toolbar. The following screen will open:



Action: Select **Ethics Application** and either **HTML** or **PDF**. *Note: A summary of all comments on the application can also be generated by selecting Comments Report.*

Click **OK**.

Result: Document will display in a new screen. *Note: if the window does not open, check your Browser Settings to ensure that 'Pop Ups' are enabled.*

Application ID : 0000025646
Application Title : Test Staff Application
Date of Submission : N/A
Primary Investigator : Dr Sue Briggs

Project Details

Ethics Training

3.1 Have you had human ethics training in the last 24 months? (Please do not include training you have attended regarding how to use the online ethics system)*

- ○ Yes
- ◉ No

Project Type

4.1 Main type of research (e.g. staff, PhD). *

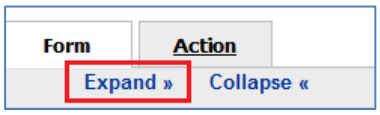
- ○ Course Approval
- ○ PhD
- ○ Honours
- ◉ Masters by Course work
- ○ Masters by Research
- ○ Professional Doctorate
- ○ Undergraduate
- ○ Graduate Diploma / Graduate Certificate
- ○ Staff
- ○ Other

Action: Document can be printed or saved**.**

Step 15: Submitting a completed Application

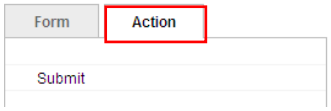
The Ethics application can only be submitted when all mandatory questions in the form have been answered. This is true if a green tick ✓ appears next to each item in the Navigation section. A yellow arrow or red exclamation point will appear against unanswered sections:

(Hint: use the **Expand** link to check all items):



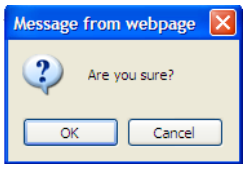
Navigation:

To Submit the completed application, select the **Action** tab.



Action: Click the **Submit** button.

Result: Warning message is displayed.



Action: Click **OK.**

Result: If the form is complete, the Application is submitted to the next stage of review and the Applicant is informed of the level of the risk associated with the project.

If the form is incomplete, an error message will appear informing the Applicant that their form cannot be submitted. This will display above the Application title. Return to the Form tab to determine what needs to be completed.

The Application has been submitted and the Application Status and Workflow State changes to one of the following:

a. If the Application is considered *Exempt* or *Negligible*, the Applicant is informed that no additional review is required and they can commence their research.
b. If the Application does not meet the conditions for *Exempt* or *Negligible*, then that Application changes from *Draft* to *ECO Review (for a staff application), or Draft to PS Review (for a student application)*. The Applicant will also be informed of the risk associated with their research (E1, E2 or E3).

University of South Australia

Step 16: Responding to Reviewer's Comments

During the various stages of review, the Application may be returned to you with Comments entered by the reviewer. You will receive an automated email notifying you that you are required to make changes to your Application. When you log in to the online system, you will see that the Application has one of the following Statuses:

- PS (Primary Supervisor) Update Required
- ECO (Ethics & Compliance Officer) Update Required
- Approved Subject To
- Not Approved: Resubmit

The process of responding to these comments is the same regardless of who wrote the comment.

A reviewer can enter two types of comments:

- **Action Comments** are marked by red flags: they require the Applicant to make changes to their application and mark the item as 'responded' before they can resubmit the Application.
- **General Comments** are marked by blue flags: they do not necessarily require a response but should be viewed.

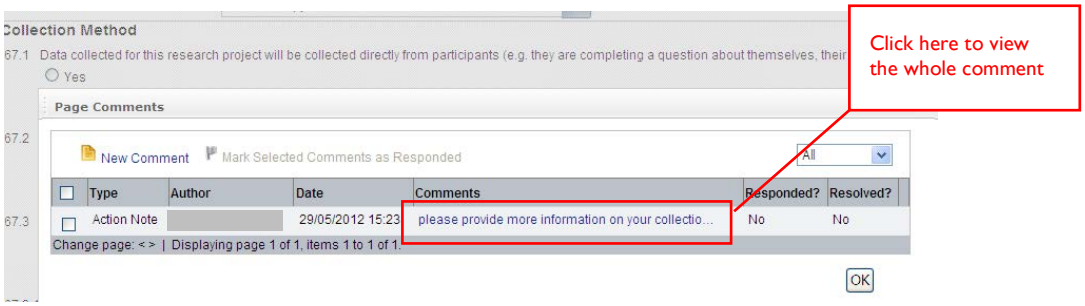
Navigation:

Select the relevant Application from the 'My Applications' list. In this example, the application has the status *ECO Update Required.*

Action: Check the sections/pages which have the action comment icon next to them (Hint: use the *Expand* link). Go to this section/page.

Action: Click the **Page Comments** icon. You should see the Action Notes created by the Supervisor, ECO or Ethics Reviewer. Click the blue text under the 'Comments' column to view the whole comment.

Result: Action note is displayed.

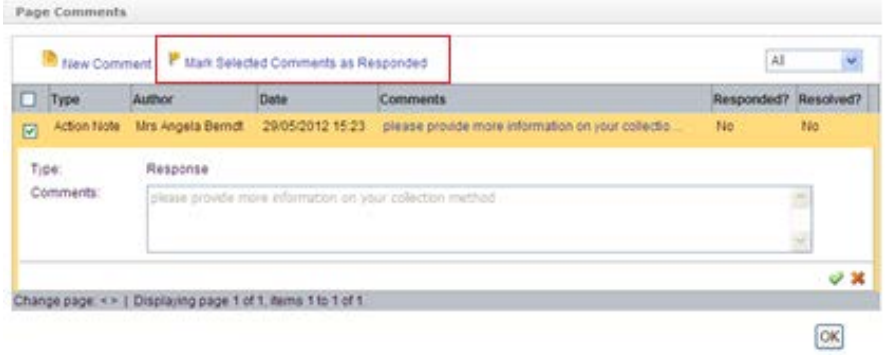


Action: Once the comment is read and the action understood, select OK

Amend the Application as necessary by making changes to your answers within the Application, revising the attached documents or adding your own page comment in response. Once you have done so, mark the Action Note(s) as 'Responded' as follows:

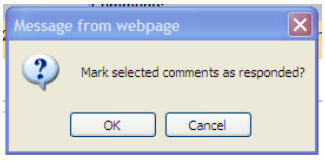
Action: Reopen the Page Comments screen and check the box next to the Action Note.

Result: The Mark Selected Comments as Responded link at the top of the comments table will be enabled.



Action: Select Mark Selected Comments as Responded

Result: Warning message.



Action: Select OK.

Result: The value of the **Responded** column for this Action Note will change from No to Yes. The marker for the page will also change from to , indicating that the action note for that page has been responded to.

Note: An Application can only be resubmitted once all Action items have been responded to and all flags have turned yellow. An Application cannot be resubmitted if there is a red flag against any section.

Re-submitting the Application

Once all action items and general comments have been responded to, the Application can be resubmitted. (ref. Step 15).

EMAIL NOTIFICATIONS

Emails will be sent to all the Applicant, Principal Supervisor (if applicable) and Investigators listed on the Application whenever the status of the Application changes. Emails are also sent to the ECO and the Committee Review Group when their action is required.

The Applicant cannot commence their research until they receive an email notifying them that final approval has been granted.

AMENDING AN APPROVED APPLICATION

Amendment requests are submitted and reviewed outside of the Online System. The application process is outlined here: http://www.unisa.edu.au/res/ethics/human/amendments.asp

TROUBLESHOOTING

If you are having trouble logging into the System or completing the form, please contact the Research Ethics & Integrity Team: email humanethics@unisa.edu.au, ph. 830 23723.

If you require ethics advice or guidance, please contact the relevant Research Ethics Advisor: see http://w3.unisa.edu.au/res/ethics/human/reas.asp.

University of South Australia

APPENDIX

APPLICATION STATUS	
Term	**Definition**
Approved	The Committee Review Group has reviewed the Application and is satisfied that the project meets the requirements of the National Statement. The Applicant is free to commence the research as outlined in the Application.
Approved Subject To	The Application has been reviewed by a Committee Review Group and returned to the Applicant with the review outcome "Approved Subject To". The Applicant is required to make minor changes to the Application before resubmitting it for review.
Draft	An Applicant has started an Application. It has not yet been submitted.
E1 – HREC Chair	The Ethics and Compliance Officer has forwarded the Application for review. At the time the Application was submitted, the System determined that the research project does not pose a foreseeable risk of harm or discomfort, and any foreseeable risk is no more than inconvenience. The Applicant was thus notified that the risk associated with the project requires E1 level of review. The Application is forwarded to the Chair or Deputy Chair or HREC for E1 review. The Chair or Deputy Chair of HREC review E1 Applications within 10 working days of submission.
E2 – Committee Group Review	The Ethics and Compliance Officer has forwarded the Application for review. At the time the Application was submitted, the System determined that the research project poses only one potential foreseeable risk, that of discomfort. The Applicant was thus notified that the risk associated with the project requires E2 level of review. The Application is forwarded to a panel comprising 2 members: The Chair or Deputy Chair of HREC and the Applicant's Research Ethics Advisor. The review panel reviews E2 Applications within 10 working days of submission.
E3 - HREC	The Ethics and Compliance Officer has forwarded the Application for review. At the time the Application was submitted, the System determined that the research project poses more than low risk. The Applicant was thus notified that the risk associated with the project requires E3 level of review. HREC reviews E3 Applications at the next monthly meeting.
ECO Review	An Applicant has completed an Application and has submitted it to the Ethics and Compliance Officer, who conducts an initial check for completeness and consistency.
ECO Update Required	The Ethics and Compliance Officer has reviewed the Application and requires the Applicant to provide additional information or amend answers provided.

Exempt	The Applicant has submitted an Application and the System has determined that the research is exempt from further review as the project involves the use of archived data only and the data collected is de-identified (ie does not contain personally identifiable information) and will not reported beyond the University.
Negligible	The Applicant has submitted an Application and the System has determined that the research does not require further review as the project is either being • conducted solely for the purpose of internal quality assurance and will not be published or presented externally, or • conducted solely for the purpose of internal quality assurance but may be published externally however: o the data was gathered online or in writing, o the responses were provided voluntarily, o the respondents were advised of the possibility that the data could be used for such purposes, and o the anonymity of the respondents is maintained.
Not Approved	The Committee Review Group has reviewed the Application and is not satisfied that the project meets the requirements of the National Statement, nor that it can meet the requirements of the National Statement if changes are made. The Application is "Not Approved" and cannot be resubmitted.
Not Approved: Resubmit	The Committee Review Group has reviewed the Application and is not satisfied that the project meets the requirements of the National Statement, however it could meet requirements after significant changes are made. The review outcome is "Not Approved: Resubmit". The Applicant is required to make significant changes to the Application before resubmitting it for review.
PS Review	An Applicant has completed an Application and submitted the Application for PS Review.
PS Review – ECO Update	Supervisor to review changes made by the Applicant, in response to the Ethics and Compliance Officer's (ECO) comments.
PS Review – Review Update	Supervisor to review changes made by the Applicant, in response to the Review Group's (during E1, E2 or E3 review) comments.
Withdrawn	The Ethics and Compliance Officer has marked the Application as withdrawn because the Applicant has advised them that the research will not proceed, or the Application has been inactive for more than 6 months. It is not possible to 're-activate' a withdrawn application.

COMMON TERMS	
Term	**Definition**
Committee Review Group	Refers to one of three review groups that assess human ethics Applications. They are: E1 – HREC Chair E2 – Review Panel E3 – Review by full Ethics Committee
ECO	Ethics and Compliance Officer
HREC	Human Research Ethics Committee
REA	Research Ethics Advisor

TOOLBAR		
Icon	**Name**	**Description**
	Next Page	Go to the next page in the application
	Previous Page	Go to the previous page in the application
	Save	Save the application
	Application Comments	Comments that apply to the application overall
	Reports	Reports menu to select and run a report, reports include the ability to print the whole application, application comments, attached documents and review outcomes
	Page Comments	Comments that apply to the current page
	Help	Help for the page or for the questions
	Exit	Exit the application and return to the Applications home page

COMMENT FLAGS	
Flag	**Description**
Red	A reviewer has entered an action comment on the page
Yellow	The applicant has responded to the action comment
Green	The reviewer has resolved the action comment
Blue	There is a general note on the page or application. This should be read, but no action is required.